



To: Real Estate Department Partners **Notice: RED-23-01 REVISED**
From: Real Estate Department
Date: January 10, 2023 – **REVISED January 17, 2023**
Re: **Annual Owner Certification (AOC) Partner Training**

Due to technical difficulties, the Annual Owner Certification Training scheduled for January 17th was unable to take place. The training has been rescheduled for Wednesday January 18th at 1:00 PM Eastern Time. Registration is not required. Join the meeting by clicking the following link: [Click here to join the meeting](#)

IHCDA's compliance team is offering a free webinar training for owner and management agents of projects that are required to submit a fully completed 2022 Annual Owner Certification of Compliance by 01/31/2023. The training will walk partners through IHCDA Online with a focus on the following topics:

- How to pay the annual monitoring fee via IHCDA's online payment portal
- How to add units
- How to add utility allowances
- How to create a Move in Event
- How to create a Recertification Event
- How to create a TIC
- How to complete a transfer event
- How to process other events
- How to enter notes
- How to address errors
- How to obtain access to IHCDA Online
- Where to find additional resources

Questions about the training can be directed to Savannah O'Conner via SOconnor@ihcda.IN.gov.

Questions about usernames, passwords, and other online reporting access issues can be directed to Meagan Simpson via msimpson1@ihcda.in.gov.



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Reminder that all 2022 Annual Owner Certifications of Compliance must be submitted by 1/31/23. Submissions received after that deadline will be considered late and subject to late fees.